

## **ARTICLE II - ADMINISTRATION AND SUPERVISION**

201. **Building Commissioner**

There is hereby created and established the Office of Building Commissioner. The official shall be appointed by the President by and with the advice and consent of the Board of Trustees in the same manner and for the same term as other Village Officials are appointed. The official shall receive such compensation as the President and Board of Trustees shall from time to time approve. The official may be removed from office at any time either (a) by the President with the consent of the Board of Trustees, or (b) by the affirmative vote of two-thirds of the Board of Trustees in favor of such removal.

202. **Duties of Building Commissioner**

The duties of the Building Commissioner shall be (a) to have general charge and supervision of the erection, construction, alteration, repair, removal, and inspection of all buildings, walls, structures, or portions thereof, and accessories thereto within the Village and to enforce all ordinances relating thereto. (b) The Building Commissioner shall examine and approve/disapprove all plans for building permit purposes. The official shall have charge of building inspections on all buildings, structures, or portions thereof in connection with work that has been authorized by a permit. (c) The Building Commissioner shall perform such further duties, as the Building Ordinance requires.

203. **Deputy Building Commissioners**

The Building Commissioner may appoint one or more Deputy Building Commissioners with the consent and approval of the President. They shall hold office for such periods as may be designated in their appointment but not to exceed the term of the Building Commissioner. They shall receive such compensation as may be approved by the President by and with the consent of the Board of Trustees. They shall assist the Building Commissioner in the performance of the official's duties.

204. **Short Title for Building Commissioner and Deputy Building Commissioners**

The title or phrase "Building Officers" when used in the Building Ordinances shall mean and include the Building Commissioner and the Deputy Building Commissioners as fully and effectively as if each and all of said officers were specifically designated and named in lieu of the title or phrase.

205. **Building Officers May Enter Premises**

Building Officers are hereby empowered to lawfully enter upon any premises or into any building or structure or portion thereof (upon showing their badge of office or other identification) when necessary to do so in the performance of any duty imposed upon them by the Building Ordinance. It is hereby made unlawful for any person or persons to hinder or prevent or to attempt to hinder or prevent Building Officers from so doing.

Any person or persons hindering or attempting to hinder, resisting or attempting to resist any Building Officer in the performance of duty shall be charged with resisting an Officer. The person or persons convicted of such offense shall be subject to the general penalty provided for violations of the Building Ordinance.

206. **Personal Liability of Building Officers**

In all cases where any action is taken by the Building Officers, or any other officers of the said Village, to enforce the provisions of any of the sections in the Building Ordinance, or to enforce the Provisions of any of the laws of said Village (whether such action is taken in pursuance of the express provisions of such sections or laws, or in a case where discretionary power is given by the Building Ordinance, or said laws), such acts shall be done in the name of, and on behalf of, the said Village of Burr Ridge and the said officers, in so acting for said Village, do not thereby render themselves liable personally, and they are hereby relieved from all personal liability, for any damage that may accrue to persons or property as a result of such act committed or permitted (in good faith) in the discharge of their duty, and any suit brought against the said officers by reason thereof shall be defended by the Law Department of the said Village until final termination of the proceedings therein.

219. **Public Improvement Required Prior to Permit**

All building permits shall carry with them the condition that no occupancy of the building subject to the permit will be permitted until such time as all land improvements required under the Subdivision Ordinance of this Village, as amended have been substantially completed as required by said Subdivision Ordinance.

If the property for which a permit is being sought is not subject to the Subdivision Ordinance of this Village, the building permit shall carry with it a condition that no occupancy of the building subject to the permit will be permitted until such time as the water main, public sewer and any other required land improvement, has been completed as required by the Ordinances of the Village and as approved by the Village Engineer.

All building permits issued prior to completion of said land improvements shall include a statement signed by the owners of the property involved or an authorized representative of the owner as follows:

"As owners of the property described in the building permit, the undersigned hereby acknowledge and accept the condition that no occupancy of the building to be constructed thereon will be permitted, no Certificate of Occupancy issued, until such time as all land improvements required under the Subdivision Ordinance of this Village, as amended, and/or any other Ordinances of the Village of Burr Ridge have been installed, except street and alley improvements as therein required may be in the process of installation, provided that roadway pavement base course has been installed and is suitable for vehicular traffic."

220. **Building Permit Required**

It is hereby declared unlawful for any person, firm or corporation to commence or to perform or engage in any work in connection with the construction, erection, enlargement, remodeling, altering, repairing, raising, lowering, underpinning, change of use, moving or wrecking of any building, structure, or portion thereof without having first made application to and secured the necessary permit therefore. Any person, firm or corporation so doing shall be subject to the general penalty for violation of the Building Ordinance. The building permit shall carry with it the right to install any crane, derrick, material elevator, heating or lighting apparatus, inside the lot line which may be required for temporary use during the progress of the work.

There is miscellaneous type work such as concrete patios, landscaping without grade changes and repairs (see Section 221) which will not require a building permit. The Building Commissioner shall inspect any such projects and make the final decision as to the applicability of this section. It is the obligation of the property owner or their agent to consult with the Building Commissioner to determine the application of this section.

221. **Permit Waived for Ordinary Repairs**

A permit will not be demanded for ordinary repair work incidental to the upkeep of a building or structure, provided there is not contemplated or involved any change in the classification or any increase in the fire hazard thereof. The Building Commissioner shall make the final determination as to the meaning of “ordinary repair work.” Nothing in this section contained shall be interpreted or construed to allow any work included in the permit exemptions thereof to be done in any manner contrary to the requirements of the Building Ordinance and other laws or ordinances. Violations of said Ordinance in any work not required to be done under a permit shall be subject to the general penalty of said Ordinance the same as if a permit has been required.

222. **Duration of Building Permits**

222.1 Any building permit approved pursuant to this Ordinance under which the building permit fee has not been paid in full within three (3) months from the date of approval, shall expire automatically by date of approval of the Building Commissioner; and the fees paid therefore, if any, shall be forfeited to the Village.

222.2 Any building permit issued pursuant to this ordinance under which no substantial progress shall have been made within six (6) months from the date of issuance thereof shall expire automatically by limitation and may not be extended or renewed without the written approval of the Building Commissioner; and unless such permit is surrendered to the Village Clerk within two (2) months after its expiration for such cause the fees paid

therefore shall be forfeited to the Village. However, under any circumstances the Plan Exam fee will not be returned.

222.3 Any building permit issued hereunder shall expire automatically upon cessation of work for more than two months. A cessation of work shall be deemed to have occurred in any case where for any such period no substantial progress has been made in the work for which a permit has been issued and all fees paid shall be forfeited to the Village.

222.4 A building project shall be considered abandoned if no significant progress has been made for a period of six (6) months or more. A building, structure, or part thereof so abandoned shall be declared a public nuisance by the Building Commissioner and the Board of Trustees and shall be dealt with accordingly.

222.5 Substantial progress for purposes of this ordinance shall be defined as the amount of work a journey tradesperson can perform in one week.

222.6 A building permit for a single-family residence, single-family residential room addition, or a building or structure accessory to a single-family residence shall expire automatically if all exterior work is not completed within one year from the date of the first scheduled footing inspection as per Section 269.2 herein or within one year from the issuance of a permit if there is no footing inspection. Exterior work shall include, but not be limited to the following:

222.6.1 The exterior façade, including but not limited to doors, windows, and siding, the roof of the building, paving of driveway(s), final grading, and required landscaping;

222.6.2 Removal from the exterior of the property of all construction fencing and unneeded appurtenances including building materials, construction trailers and equipment, and construction fencing. Dumpsters and portable sanitation facilities may remain on the site as may be needed but shall be moved to a hardsurfaced area or inside a garage whenever possible.

(Added by Ord. A-860-1-02)

222.7 A building permit that has or will expire as per Section 222.6 above, may be extended as follows:

222.7.1 Completion of landscaping and driveways may be extended without further action when the deadline for completion falls between October 16 and March 31 as per Section 272.8 herein.

- 222.7.2 The Building Commissioner may grant up to four, 90-day extensions upon written request by the permit applicant and payment of an extension fee as per Section 222.7.3 below.
- 222.7.3 For each extension granted as per Section 222.7.2 above, an extension fee shall be paid as follows:

	<i><b>Work Remaining</b></i>	<i><b>Fee*</b></i>
<i><b>First 90-day Extension</b></i>	<i>Site Improvements**, Only</i>	<i>25%</i>
<i><b>First 90-day Extension</b></i>	<i>Building w/or w/o Site Improvements</i>	<i>50%</i>
<i><b>Second 90-day Extension</b></i>	<i>Site Improvements**, Only</i>	<i>25%</i>
<i><b>Second 90-day Extension</b></i>	<i>Building w/or w/o Site Improvements</i>	<i>50%</i>
<i><b>Third 90-day Extension</b></i>	<i>Site Improvements or Building</i>	<i>50%</i>
<i><b>Fourth 90-day Extension</b></i>	<i>Site Improvements or Building</i>	<i>50%</i>
<p><i>* Percent of Building Permit Fee</i></p> <p><i>** Site Improvements include walks, drives, grading, ground cover, and removal of silt fencing, dumpsters, and other outside construction appurtenances</i></p>		

(Amended by Ord. A-860-04-03)

223. **Extension of Building Permits**

Upon payment of 10% of the original building permit fee, building permits for buildings or structures upon which work has been commenced may be once extended for a period not exceeding six (6) months. Provided said extension is requested within six (6) months after expiration and that the work complies with the building codes in effect at the time of the extension. Permits for which work has not begun also may be extended once for up to six (6) months upon payment of 10% of the original building permit fee and subject to compliance with building codes in effect at the time of such extension.

224. **Issuance of Permits**

Permits authorized to be issued and required to be obtained under the Building Ordinance shall be issued by the Building Commissioner when the application therefore and the plans submitted therewith shall have been approved by the Building Commissioner and all fees have been paid.

225. **Application for Permits**

When any person, firm, or corporation shall be desirous of constructing, erecting, enlarging, remodeling, altering, repairing, raising, lowering, underpinning, moving, changing the use as defined by the building code, or wrecking any building structure, or portion thereof, the Village shall make a written application therefore upon the blank forms furnished for such purpose. This application shall be filed with the Building Commissioner and shall set forth the following:

- 225.1 The name, telephone number, fax number, and address of the applicant.
- 225.2 The name, telephone number, fax number, and address of the architect, structural engineer, or other licensed design professional permitted by the laws of the State to make plans who has prepared the plans and specifications accompanying the application.
- 225.3 The name, telephone number, fax number, and address of the owner of the real estate upon which the proposed work is to be performed.
- 225.4 The name, telephone number, fax number, and addresses of the general contractor.
- 225.5 The location of the proposed work, that is, the street address assigned by the Village, the subdivision, lot number, and township of the subject property.
- 225.6 The type of work the applicant is seeking permission for.
- 225.7 The permanent index number of the real estate upon which the proposed work is to be performed.
- 225.8 The application shall be accompanied by duplicate plans, specifications, and plats as specified in Section 240, drawn to scale, of the lot or lots composing the site, showing the exact location of the proposed building and any buildings and also septic systems and wells already located on the lot or lots involved. The application shall also be accompanied by plans and specifications signed and sealed in the manner hereinafter required by Section 242 of this Ordinance, and by an exact legal description of the property involved.
- 225.9 An agreement signed by the owner, his duly authorized agent, architect, or structural engineer that he will, if granted the permit applied for, construct the work in accordance with the description set forth in the applications and plans and specifications accompanying such applications; and that the general and detailed work connected with such construction, erection, enlargement, remodeling, altering, repairing, raising, lowering,

underpinning, moving, changing of use as defined by the building code, or wrecking or any such building structure or portion thereof, as the case may be, shall be done in strict compliance with the ordinance of the Village and the provisions of the permit.

225.10 The purpose of this regulation is to protect existing property, to enhance the general appearance of the community, to protect the individual from making construction errors, and to aid in general drainage of all properties in the area.

225.10.1 Grade Line. The grade line noted on the architectural elevation drawings shall be a line where the ground line intersects the foundation.

225.10.2 Approval by Village Engineer. The grade line is at a point, which is established by the Village Engineer in accordance with the approved master grading plan.

225.11 Whenever an application for a permit is made to the Building Commissioner for property served by the Hinsdale Sanitary District, such application shall be accompanied by a receipt issued by the Hinsdale Sanitary District showing that all payments required by the Hinsdale Sanitary District for connection of said property to the sanitary sewers of the Hinsdale Sanitary District have been paid in full.

225.12 Whenever an application is made to the Village Clerk for property in the DuPage portion of the Village, such application shall be accompanied by proof of compliance with the applicable provisions set forth in Chapter 8 of the Burr Ridge Municipal Code.

226. **Landscaping Plans**

For any building to be constructed in a Business District, Transitional District, Office District, or Manufacturing District, the application for permit shall be accompanied by duplicate sets of detailed landscaping plans to indicate conformance with the requirements of any approved site plan and the requirements of the Burr Ridge Zoning Ordinance, as amended, pertaining to the landscaping of all required yards or other required open spaces and to buffer landscaping. Landscaping plans shall indicate location, number, size, and species of all proposed landscaping materials. The Village Forester must approve landscaping plans.

Once installed, approved landscaping shall be maintained in such manner as to retain at a minimum the intended standards of the initial landscaping plan and to conform to the landscaping requirements of the Village.

240. **Plans and Specifications to be Filed in Duplicate**

The number of drawings to be submitted for residential shall be four (4) sets, maximum size of 24" x 36". The number of drawings to be submitted for industrial, commercial, and multi-family shall be five (5) sets, maximum size of 30" x 48". Each set of drawings shall consist of a site plan showing dimensions to all property lines, foundation and footing plan, basement or cellar plan, the plans of all floors and roofs, transverse and longitudinal sections necessary to show all details to verify building, zoning, and floor area ratio requirements, elevations, and the necessary framing plans to show the complete framing of the building or structure. Such other plans shall be filed as may be required in the opinion of the Building Commissioner to illustrate the features of construction and equipment of the building structure referred to.

241. **Plans and Specifications – Essential Requirements**

All plans and drawings shall be drawn to a legible scale. All distances and dimensions shall be accurately figured and drawings made explicit and complete showing the front and side lot lines and the entire sewage and drain pipes and the location of all plumbing fixtures within such building. The dimensions of the structural members shall be given on the drawings whether shown in the specifications or not. The specifications shall describe all the materials to be used in the proposed building. The Building Commissioner shall approve each set of plans presented before a permit will be granted.

242. **Architect, Structural Engineer, or Licensed Design Professional Must Certify that Plans and Specifications Comply with the Building Ordinance By Signing and Sealing**

It shall be unlawful for any architect, structural engineer, or any other licensed design professional to prepare or submit to the Building Commissioner for his approval any final plans for any building or structure which do not comply with all of the provisions of this Building Ordinance and all other applicable laws and ordinances specifically including but not limited to the Burr Ridge Zoning Ordinance. Any plans submitted under this Ordinance shall bear the signature and seal of the architect, structural engineer, or other licensed design professional who prepared the plans and specifications. A seal will not be required where the Building Commissioner determines the work to be non-structural or minor in nature.

Every licensed architect or structural engineer shall have a reproducible seal, or facsimile, the print of which shall contain the name of the architect or structural engineer, the license number, and the words "Licensed Architect," or "Structural Engineer," "State of Illinois." The licensed architect or structural engineer shall affix the signature, current date, date of license expiration, and seal to the first sheet of any bound set or loose sheets of technical submissions utilized as contract documents between the parties to the contract or prepared for the review and approval of any governmental or public authority having jurisdiction by that licensed architect or structural engineer or under that licensed architect's or structural engineer's responsible control. The sheet of technical submissions in which the seal



is affixed shall indicate those documents or parts thereof for which the seal shall apply. The seal and dates may be electronically affixed. The signature must be in the original handwriting of the licensee. Signatures generated by computer shall not be permitted. All technical submissions issued by any corporation, partnership, professional service corporation, or professional design firm as registered under this Act shall contain the corporate or assumed business name and design firm registration number, in addition to any other seal requirements as set forth by the Illinois Department of Professional Regulation.

Anyone falsely making any such certification shall be subject to the penalty provided in Section 501 (Article V) of this Ordinance and to such further penalties as may be provided or allowed by law.

243. **Alterations Upon Stamped Plans Not Permitted**

It shall be unlawful to erase, alter, or modify any lines, figures, or coloring contained upon such drawings so stamped by the Building Commissioner or filed with him for reference. If, during the progress of the work authorized, it is desired to deviate in any manner affecting the construction or other essentials of the building from the terms of the application or drawings, notice of such intention to later on deviate shall be given to the Building Commissioner, and written consent of the Building Commissioner shall first be obtained before such alteration or deviation may be made.

244. **Permit, Plans, and Specifications Must be Kept on the Job**

The permit issued for any work to which the Building Ordinance is applicable, together with a set of the approved plans and specifications, if any, must be kept on the job while the work is in progress, and must be shown for inspection on request of any Building Officers. Inability or refusal to comply with the provisions of this section shall constitute sufficient cause for stopping either all or such portion of the work as may be involved in the violation.

245. **Plans and Specifications to Remain on File**

One or more copies, as may be required by the Building Commissioner, of the plans and specifications as finally stamped and approved shall be left on file in the office of said Commissioner. Complete plans and specifications of buildings of a public character for which permits are granted shall remain on file permanently in said Commissioner's office. It shall not be obligatory upon said Commissioner to retain plans and specifications for buildings or structures except those of a public character for more than six months after the completion or occupation of any such building or structure.

246. **Code of Conduct and Permit Sign**

All job sites on which exterior construction work is being conducted, such as new residential or non-residential buildings or building additions, shall maintain a Code of Conduct and Permit sign to be provided by the Building Officer and in a location designated by the Building Officer. Said sign shall comply with the following:

- 246.1 Visibility of the sign shall be maintained at all times. At no time shall materials, dumpsters, equipment, vehicles, or other appurtenances be placed so as to block the view of the sign from the public way.
- 246.2 If the sign becomes lost or damaged at any time, the permit applicant shall immediately contact the Building Officer and request a replacement sign. The original fee for the sign shall be kept by the Village, and a new sign fee paid by the permit applicant.

250. **Fees for Building Permits**

All work subject to a building permit as defined in Section 220 herein shall be subject to building permit fees. Applications for building permits shall be accompanied by an application fee as described herein. There shall be no application fee required for permits unless said fee is specifically listed below. The Building Commissioner shall not issue a building permit until such time that all required building permit fees have been paid in full.

250.1 **Application Fee for Certain New Construction, Additions, and Alterations**

The following application fee, which will be credited to the final building permit fee, but which will in all cases be the minimum fee, shall be paid at the time plans for the following types of construction are submitted for review:

250.1.1	New single-family residence	\$1,000.00
250.1.2	Single-family residential addition	\$600.00
	Single family residential alteration	\$200.00
250.1.3	New non-single-family residential building	\$2,000.00
250.1.4	New non-single-family residential building addition	\$1,000.00
250.1.5	New non-single-family residential building alteration	\$650.00
250.1.6	If for whatever reason a permit is not issued, a permit applicant shall be responsible for any plan review costs incurred by the Village beyond the amount of the application fee.	

(Amended by Ordinance A-1002-02-07)

## 250.2 **Landscaping Plan Review Fee**

### 250.2.1 **Non-Single-Family Residential**

In addition to all other fees herein, the following plan review fees shall be required in connection with the construction of any building in a Business District, Transitional District, Office District, or Manufacturing District.

250.2.1.1	Building lots of 3.5 acres or less	\$100.00
250.2.1.1	Building lots greater than 3.5 acres through 6 acres	\$165.00
250.2.1.3	Building lots exceeding 6 acres	\$335.00
250.2.1.4	Any direct expenses incurred by the Building Commissioner that exceed the landscaping plan review fee shall be paid in full by the permit applicant.	

(Ord. A-1002-01-06)

### 250.2.2 **Single-Family Residential**

In addition to all other fees herein, the following plan review fees shall be required in connection with the construction of any single-family residence on a wooded lot.

250.2.2.1	Partially Wooded Lot	\$335.00
250.2.2.1	Heavily Wooded Lot	\$600.00
250.2.2.3	The Building Commissioner shall determine whether a lot is partially wooded or heavily wooded.	

(Ord. A-1002-01-06)

250.3 **Single-Family Residential Building Permit Fees**

No building permit for the construction of a new single-family residence or for an addition or alteration to a single-family residence shall be issued until a building permit fee is paid in accordance with the fee schedule attached hereto as Table 250.3.

250.4 **Non-Single-Family Residential Building Permit Fees**

No building permit for the construction of a new non-single-family residential building or for an addition or alteration to a non-single-family residential building shall be issued until a building permit fee is paid in accordance with the fee schedule attached hereto as Table 250.4 and as described below.

250.4.1 **Non-Single-Family Residential Plan Review Fee**

The plan review fee for a new non-single-family residential building, building addition, or building alteration shall be paid after the first plan review is completed and the Building Commissioner has determined the area of the building as per Table 250.4.1. Re-submitted plans will not be accepted until the plan review fee is paid.

250.4.2 **Non-Single-Family Residential Inspection Fee**

The inspection fee for a new non-single-family residential building, building addition, or building alteration shall be paid prior to issuance of the permit.

## VILLAGE OF BURR RIDGE BUILDING ORDINANCE

**Table 250.3**

<b>Permits for New Single-Family Residences</b>									
Not Exceeding	2,000	square feet	=	\$1.30	per square foot				
From 2,001 to 3,000	square feet	=	\$2,600	plus \$1.10	for each square foot over	2,000			
From 3,001 to 4,000	square feet	=	\$3,700	plus \$1.00	for each square foot over	3,000			
From 4,001 to 6,000	square feet	=	\$4,700	plus \$0.90	for each square foot over	4,000			
From 6,001 to 8,000	square feet	=	\$6,500	plus \$0.80	for each square foot over	6,000			
From 8,001	square feet plus	=	\$8,100	plus \$0.70	for each square foot over	8,000			

<b>Permits for Single-Family Residential Additions and Alterations</b>									
Not Exceeding	500	square feet	=	\$1.30	per square foot				
From 501 to 750	square feet	=	\$650	plus \$1.20	for each square foot over	500			
From 751 to 1,000	square feet	=	\$950	plus \$1.10	for each square foot over	750			
From 1,001 to 2,000	square feet	=	\$1,225	plus \$0.90	for each square foot over	1,000			
From 2,001 to 3,000	square feet	=	\$2,125	plus \$0.80	for each square foot over	2,000			
From 3,001	square feet plus	=	\$2,925	plus \$0.70	for each square foot over	3,000			

<b>Table 250.4.1 Plan Review Fee</b>				
<b>Cubic Feet</b>	<b>Building Plan Review</b>	<b>Plumbing Plan Review</b>	<b>Mechanical Plan Review</b>	<b>Electrical Plan Review</b>
<b>1 to 60,000</b>	\$574	Building Plan Review x 0.25	Building Plan Review x 0.25	Building Plan Review x 0.5
<b>60,001 to 80,000</b>	\$706	Building Plan Review x 0.25	Building Plan Review x 0.25	Building Plan Review x 0.5
<b>80,001 to 100,000</b>	\$904	Building Plan Review x 0.25	Building Plan Review x 0.25	Building Plan Review x 0.5
<b>100,001 to 150,000</b>	\$1,033	Building Plan Review x 0.25	Building Plan Review x 0.25	Building Plan Review x 0.5
<b>150,001 to 200,000</b>	\$1,174	Building Plan Review x 0.25	Building Plan Review x 0.25	Building Plan Review x 0.5
<b>200,001 plus</b>	\$1,380 + \$13 for each 10,000 cu. ft. over 200,000	Building Plan Review x 0.25	Building Plan Review x 0.25	Building Plan Review x 0.5
<i>Plan Review Fees are cumulative. For example, the plan review fee for an 80,001 cubic foot building with plumbing, mechanical and electrical is \$1,808 as follows:</i>				
<i>80,000 Cubic Feet</i>	<i>\$904</i>	<i>\$226</i>	<i>\$226</i>	<i>\$452</i>

<b>Table 250.4.2 Inspection Fee</b>					
<b>Building</b>	<b>Plumbing</b>	<b>Mechanical</b>	<b>Electrical</b>	<b>Elevators</b>	<b>Special Systems</b>
\$0.23 per square foot	\$0.07 per square foot	\$0.07 per square foot	\$0.07 per square foot	\$415 per elevator unit	\$210 per hour
<i>Inspection fees are cumulative. For example, the inspection fee for a 30,000 square foot building with plumbing, mechanical and electrical is \$13,200 as follows:</i>					
<i>\$6,900</i>	<i>\$2,100</i>	<i>\$2,100</i>	<i>\$2,100</i>		

#### 250.4.3 **Non-Single-Family Residential Permit Fee**

The permit fee for a new non-single-family residential building, building addition, or building alteration shall be equal to the combined plan review and inspection fees (minus the application fee) and shall be paid in full prior to issuance of the permit.

#### 250.5 **Engineering Permit Fees**

No building permit for any of the following work shall be issued until an engineering permit fee is paid in accordance with the following fee schedule.

250.5.1	New Single-Family Residence	\$350.00
250.5.2	Non-Residential Parking Lot, New or Expansion	\$350.00
250.5.3	New Non-Residential Building on lot less than 1 acre	\$700.00
250.5.4	New Non-Residential Building on lot of 1 to 4.9 acres	\$750.00
250.5.5	New Non-Residential Building on lot of 5 to 9.9 acres	\$800.00
250.5.6	New Non-Residential Building on lot of 10 acres or more	\$850.00
250.5.7	Any <b>grading</b> of property related or unrelated to work on a building as per Section 220 herein determined by the Village Engineer to have a significant impact on drainage as per Section 308	100.00
250.5.8	Additional Stormwater Permit Fee As Set Forth in Appendix A, Schedule A of the Burr Ridge Municipal Code.	

**250.6 Building Permit Fees for Other Permits**

No building permit for the construction of any building, structure, or for the performance of any work described in Section 220 herein shall be issued until a building permit fee is paid in accordance with the following fee schedule.

250.6.1	Single-Family Residential Building Demolition	\$50.00
250.6.2	Single-Family Residential Electrical Service Upgrade	\$50.00
250.6.3	Single-Family Residential Electrical Work	\$50.00
250.6.4	Single-Family Residential Plumbing Work	\$50.00
250.6.5	Single-Family Residential Mechanical Work	\$50.00
250.6.6	Single-Family Residential Accessory Buildings	\$50.00
250.6.7	Single-Family Residential Decks	\$50.00
250.6.8	Single-Family Residential Fences	\$50.00
250-.6.8a	Miscellaneous Single-Family Permits not specified above.	\$50.00
250.6.9	Single-Family Residential Elevator or Escalator Installation (Ord. A-1002-01-06)	\$200.00
250.6.10	Single-Family Residential Pools	\$100.00
250.6.11	Non-Single-Family Residential Electrical Service Upgrade	\$150.00
250.6.12	Non-Single-Family Residential Electrical Work	\$150.00
250.6.13	Non-Single-Family Residential Plumbing Work	\$150.00
250.6.14	Non-Single-Family Residential Mechanical Work	\$150.00
250.6.15	Non-Single-Family Residential Elevator or Escalator Installation (Ord. A-1002-01-06)	\$300.00
250.6.16	Non-Single-Family Residential Storage Tank Installation	\$150.00
250.6.17	Non-Single-Family Residential Building Demolition	\$150.00



250.6.18	Non-Single-Family Residential Parking Lot, New or Expansion	\$150.00
250.6.19	Based on established fees for comparable work, the Building Commissioner shall determine the appropriate permit fee for any work to be permitted which is not specifically listed herein. Under any circumstance, the minimum fee for single-family residential permits shall be \$50, and for non-single-family residential permits the minimum fee shall be \$150.	
250.6.20	The fees set forth above are not charged when such work is in connection with construction of a new building, building addition, or building alteration.	

#### 250.7 **Other Fees**

In addition to the application and permit fees described in Sections 250 herein, any building, building addition, building alteration, or work performed under the authority of a building permit issued by the Village of Burr Ridge shall be subject to the following fees.

250.7.1	Re-inspection as per Section 269.19.1	\$100.00
250.7.3	Removal of Stop Work Order as per Section 404 herein	\$200.00
250.7.4	Code of Conduct Sign and Permit Sign as per Section 246 herein	\$50.00
250.7.5	Temporary Building Certificate of Occupancy as per Section 274 herein	\$100.00
250.7.6	Reimbursement of all expenses incurred by the Building Commissioner as a result of any additional reviews, inspections, or studies required beyond the typical plan reviews and inspections outlined herein.	

(Amended by Ord. A-860-01-03)

#### 251. **When a Permit is Valid**

No permit for constructing, erecting, enlarging, remodeling, altering, repairing, raising, lowering, underpinning, moving, or wrecking buildings, structures, or portions thereof, or any permit for which a fee is prescribed by the Village Treasurer or his designated agent shall be valid unless the plans are stamped approved by the Village and all required fees have been paid.

260. **Constructing Buildings Contrary to Approved Plans - Permit Made Void by Deviation from Plans - Power to Stop Work**

260.1 It shall be unlawful for any owner, agent, or architect or for any contractor or builder engaged in constructing, erecting, enlarging, remodeling, altering, repairing, raising, lowering underpinning, moving, or wrecking of any building, structure, or portion thereof, to make any departure from the plans as approved by the Building Commissioner without first obtaining the written consent of the Building Commissioner for any such change.

Any departure from the approved plans involving a violation of the requirements of any law or ordinance or any such change in the plans or construction without the consent of the Village Board shall operate to annul the permit which has been issued for such work and shall render the same void, and all fees paid shall be forfeited.

260.2 In any case where work is done under a permit authorizing the erection, alteration, or repair of a building or structure, which work is contrary to the approved plans, or any law or ordinance, the Building Officer shall have power to at once stop such work and to order all persons engaged therein to stop and desist therefrom. Such work shall not be resumed until satisfactory assurance has been given to the Building Commissioner that it will be done properly and lawfully and according to the approved plans or until said Building Commissioner has consented, in writing, to the changes made in such approved plans. The Building Commissioner may request that a new permit must be issued before work proceeds. The usual fee for the permit shall be paid by the contractor doing such work.

260.3 No contractor or builder shall begin any work on any building or structure for which a permit is required until such permit shall have been issued. In case any work is begun on the erection, alteration, repair, or removal of any building or structure without a permit authorizing the same being issued therefore, the Building Commissioner or his deputy shall have power to at once stop such work and to order any and all persons engaged therein to stop and desist therefrom until the proper permit is issued.

261. **Revocation of Permit**

If the work in, upon, or about any building or structure shall be conducted in violation of any law or ordinance, it shall be the duty of the Building Commissioner to revoke the permit for the building or wrecking operations in connection with which such violation shall have taken place. It shall be unlawful, after the revocation of such permit, to proceed with such building or wrecking operations unless such permit shall first have been reinstated or reissued by the Building Commissioner. Before a permit so revoked may be lawfully reissued, the entire building and building site shall first be put into condition corresponding with the requirements of all laws and ordinances, and any work or material applied to the

same in violation of any of the provisions of any law or ordinance shall first be removed from such building and for such permit as reissued the fee required shall be paid.

269. **Inspection**

The permit applicant, owner, or contractor shall give 24 hours advance notice to the Building Official to request each of the following required inspections:

**Single-Family Residential Inspections:**

- 269.1 Site Preparation - An inspection to ensure the adequate provision of all required soil erosion control and tree protection prior to grading, footing excavation, or any other work on the property.
- 269.2 Footing Excavation - An inspection is required before concrete is poured and after excavation and forming have been completed.
- 269.3 Foundation Forms - An inspection is required after the foundation wall forms are set and before concrete is poured. It is required that two (2) copies of a spot survey be submitted for review and approval after the foundation form inspection has been passed, but before the foundation wall inspection can be scheduled.
- 269.4 Foundation Wall - An inspection is required before backfilling and after footing drain tile has been placed and dampproofing completed.
- 269.5 Tree Protection, Erosion Control and Gravel Access Drive – An inspection is required to ensure that all erosion control and tree protection measures are properly maintained and in place and temporary construction (gravel) access is in place prior to any other work on the property and prior to decking and rough framing. The street shall be cleaned of mud.
- 269.6 Driveway - After placing of forms or otherwise establishing the border of a driveway and prior to installation of asphalt, concrete pavers, or other hard-surface material, the Engineering Department will inspect to ensure that the driveway complies with the approved site plan, maximum and minimum width requirements, and setback requirements. Placement of driveway forms and the driveway inspection can be conducted at any time during the construction process.
- 269.7 Electric Service - An inspection is required after electric panel, meter enclosure, and temporary grounds have been installed.

- 269.8 Underground Plumbing - An inspection is required before concrete is poured in a basement or floor slab and after underground plumbing work has been completed.
- 269.9 Rough Framing - An inspection is required before any insulation and vapor barrier are installed and after the rough framing, rough plumbing, and rough electrical work are completed.
- 269.10 Fireplace Inspections – An inspection is required for all masonry and pre-fab fireplaces. This inspection shall be scheduled at the same time as the rough framing inspection.
- 269.11 Rough Plumbing - An inspection is required before any insulation and vapor barrier are installed and after the rough plumbing work is complete.
- 269.12 Rough Electric - An inspection is required before any insulation is installed and after the rough electrical work is complete.
- 269.13 Insulation - An inspection is required before any interior wall finish is applied and after the insulation is installed.
- 269.14 Septic System - If a private sanitary sewer system has been approved by the Village of Burr Ridge Board of Trustees as required by the Zoning Ordinance, an inspection is required before any backfilling and after the septic tank and seepage system has been installed.
- 269.15 Final - Final inspection is required before issuance of a Building Certificate of Occupancy for a structure. A final inspection must be scheduled a minimum of two days before the certificate of occupancy will be issued. The final inspection shall ensure that the building and site comply with all Village codes and regulations including but not limited to the building codes, Zoning Ordinance, and engineering requirements. The final inspection shall include inspections for the following: building, mechanical, electrical, plumbing, site engineering, landscaping, forestry, and fire protection. The local fire protection district shall approve all fire protection systems after inspection by the respective district or by its authorized inspection agency.
- 269.16 Other – Demolition and swimming pool – Refer to Sections 306 and 315.
- 269.17 Bond Release - An inspection is required prior to the release of any outstanding bonds to ensure compliance with all required local codes, ordinances, and standards including landscaping improvement.

269.18 All Inspections Other Than Single-Family – All new construction other than single-family residences shall be inspected to verify compliance with all building codes, fire codes, Zoning Ordinance, mechanical codes, electrical codes, plumbing codes, engineering codes, and all mandated States codes.

269.19 General Inspection Requirements

269.19.1 All re-inspections required, as a result of builder error, shall be performed at an additional prepaid fee per inspection per Section 250.

269.19.2 Proper and safe ladders for access to basements and attic are the responsibility of the contractors. There will be no inspections performed if adequate ladders are not provided.

269.19.3 All materials required for testing are the responsibility of the contractor.

270. Foundation Location and Elevation Spot Survey

Immediately after the foundation has been poured and prior to scheduling a backfill inspection, the owner or contractor shall submit to the Building Commissioner three (3) copies of an on-site (spot survey) location of the structure showing the top of foundation elevations in USGS Datum, prepared by a registered land surveyor. Construction shall not proceed until the Building Commissioner and Village Engineer have approved the spot survey.

271. Engineering Fees

Changes to grading, drainage, top of foundation elevation, etc., approved by the Village, that would require engineering services, shall be approved by the Village Engineer. Costs for such services shall be paid by Permittee at the fees in effect.

272. Certificate of Occupancy - Single Family Residential

The request for a "Certificate of Occupancy" shall be made at least two (2) business days before occupancy is requested. This will allow for time for a final inspection and to process all paperwork. Minimum requirements for occupancy shall be as follows:

Connection to public water and sewer complete or, in the alternative, well and septic systems complete. In the case of connection to the Village of Burr Ridge public water supply, connection shall not be considered complete until both the water meter and remote meter are installed and connected in accordance with the requirements of Section 311 of this Ordinance and Section 58.13 of Chapter 58 (Water Works System) of the Burr Ridge Municipal Code.

- 271.2 All plumbing shown on the approved plans unless otherwise approved by the Building Official. All fixtures added or installed after this inspection will require a separate permit.
- 271.3 Electrical wiring shall be completed in compliance with applicable codes.
- 271.4 Heating system shall be completed in compliance with applicable codes.
- 271.5 Basement floor, draintile, and sump pump (if used) shall be installed in compliance with applicable codes.
- 272.6 Any concrete floors in the habitable area of the house must be poured.
- 272.7 Completion of any applicable water main extensions and other land improvements as required under Section 220 hereof, Chapter 58 of the General Municipal Code of the Village of Burr Ridge of 1974, and/or the Subdivision Ordinance of this Village.
- 272.8 Further, no Certificate of Occupancy shall be issued until final grading, all required landscaping, and driveway hardsurfacing have been installed. However, if weather or other conditions do not permit the completion of final grading, required landscaping, or driveway hardsurfacing, the owner may request issuance of a conditional Certificate of Occupancy subject to completion of the outstanding work. The recipient of a conditional Certificate of Occupancy shall provide a Twenty-Five Hundred Dollars (\$2,500.00) cash deposit to guarantee completion of the outstanding work. If the work to be completed exceeds Twenty-Five Hundred Dollars (\$2,500.00), the Building Commissioner may increase the amount of the cash deposit based on estimates prepared by the Village Engineer and Village Forester. If a Certificate of Occupancy under these terms is issued between April 15 and October 15, the final grading, landscaping, and hardsurfacing shall be completed within 45 days. If a conditional Certificate of Occupancy under these terms is issued between October 16 and March 31 of each year, the final grading, landscaping, and hardsurfacing shall be completed prior to the forthcoming May 15.
- 272.9 No Certificate of Occupancy shall be issued until all construction recapture costs and all sewer and water connection fees required by Village ordinances have been paid.

273. **Certificate of Occupancy - Other Than Single-Family Residential**

The request for a "Certificate of Occupancy" for any portion of the building shall be made at least two (2) business days before occupancy is requested. This will allow for time for a final inspection and to process all paperwork. Minimum requirements for occupancy shall to be as follows: Minimum requirements for occupancy shall be those set forth in detail in the building regulations adopted by reference in Section 701 of Article VII of this ordinance and the following:

- 273.1 The structure shall be substantially complete, the exterior enclosure shall be complete, and the structure shall comply with all general, special, and structural requirements of the code.
- 273.2 All means of egress and all fire protection features shall be in place and continually maintained.
- 273.3 Sanitary and water facilities shall be complete. Water facilities shall not be considered complete until both the water and remote meter are installed and connected in accordance with the requirements of Section 312 of this Ordinance and Section 58.13 of Chapter 58 (Water Works System) of the Burr Ridge Municipal Code.
- 273.4 Heating system shall be complete in compliance with applicable codes.
- 273.5 Electrical system shall be complete in compliance with applicable codes.
- 273.6 No Certificate of Occupancy shall be issued until all construction recapture costs and all sewer and water connection fees required by Village ordinances have been paid.
- 273.7 Further, no Certificate of Occupancy shall be issued until all landscaping required and indicated on the approved landscaping plans has been installed. However, if weather conditions do not permit the completion of required landscaping, the owner may request Village approval of a cash deposit to guarantee completion of landscaping as soon as weather permits. Such request shall be accompanied by an estimate of cost to complete all required landscaping. Upon Village approval of the request for a cash deposit and the cost estimate, cash deposit equal to 125 percent (125%) of the cost of all required landscaping shall be deposited with the Village in escrow. If a Certificate of Occupancy under these terms is issued between April 15 and October 15, the final grading, landscaping, and hardsurfacing shall be completed within 45 days. If a conditional Certificate of Occupancy under these terms is issued between October 16 and March 31 of each year, the final grading, landscaping, and hardsurfacing shall be completed prior to the forthcoming May 15.

273.8 In addition, the owner shall be required to execute such agreements as may from time to time be required by the Village to delineate the conditional status of the Certificate of Occupancy, including, but not limited to, notice to be given to any subsequent purchasers.

274. **Temporary Certificate of Occupancy - Other Than Single-Family Residential**

A temporary certificate of occupancy can be issued when a building owner, tenant, or agent wants to occupy the building for purposes of stocking, preparing the space for all occupants, training of new employees, or similar circumstances subject to the following terms:

274.1 The building shall be substantially complete.

274.2 All means of egress shall be completed and unobstructed.

274.3 All fire protection, alarm and detection system shall be approved by the local Fire District and able to transmit an alarm.

274.4 All hazards to occupants shall be removed.

274.5 Full occupancy for all future occupants shall not take place until all code related items are in compliance.

274.6 An inspection is completed by the building and fire inspector with a list of outstanding items.

274.7 The temporary occupancy fee is paid.

274.8 The maximum length of a temporary occupancy is 30 days.

274.9 A request for a temporary occupancy shall be in writing. The person requesting the temporary occupancy shall provide a description of the type of work being performed, indicate the number of occupants, and state that the building or space will not be open to the general public.

275. **Cash Performance Bond Requirements**

(Added by Ordinance A-1002-02-07)

275.1 Prior to issuance of a building permit for a new building, a building addition or exterior alteration, an in ground pool, or any other work that requires significant exterior construction activity or heavy construction equipment as determined by the Building Commissioner, the applicant shall deposit with the Village, a performance guarantee in the form of a cash bond in the amount of Five Thousand Dollars (\$5,000.00 USD).

275.2 Purpose of Bond: Such Case performance bond shall be for the purpose of insuring against damage to public property by the general contractor or



any subcontractor or employee that he may engage to perform work under the building permit; to ensure compliance with the terms and conditions of this Ordinance and the Village's Zoning Ordinance; and to ensure that the property is maintained in a condition that does not endanger the public health or safety.

- 275.3 Damage to public property shall include, but is not limited to: accumulation of dirt, gravel, sand, building material, etc., on street pavement; damage to street surface, curb and gutter, water mains, fire hydrants, sewer lines, street lights, street trees, etc., resulting from construction equipment and vehicles; and damage to the parkway, landscaping and vegetation resulting from construction activity.
- 275.4 If and when the Building Commissioner determines that there is damage to public property, that any situation exists that endangers the public health or safety, or that the general contractor has abandoned the job site without completing final grading, landscaping and securing of the building; the authorized agent of the contractor or responsible party shall be notified in writing.
- 275.5 Written notification to the authorized agent shall request that the necessary improvements, repairs, replacements, restorations and/or removal shall be made. This written notice shall be waived if the Building Commissioner determines that there is an emergency situation that presents an immediate danger to the public health and safety. In such circumstances, the Building Commissioner will proceed with the minimum work necessary to resolve the danger.
- 275.6 If such improvement, repair, replacement, restoration or removal has not been completed within five (5) working days following the receipt of written notification, the Building Commissioner shall cause said work to be done and shall reimburse the Village for all cost incurred from the cash performance bond.
- 275.7 If the cash performance bond is reduced as a result of reimbursement to the Village for costs incurred in improving, repairing, replacing or removing such damage, or restoring public property; the cash performance bond shall be replenished to the full amount (\$5,000.00) within five (5) working days following such improvement, repair, replacement, restoration, or removal, and if not, then construction shall be halted.
- 275.8 The cash performance bond will not be refunded until all work is completed in compliance with all local codes, ordinances, and standards.
- 275.9 Refunding of Bond: Upon certification by the Building Commissioner and the Village Engineer that all construction, grading and fee requirements have been met and completed, the cash performance bond shall be released without interest to the permit applicant. In addition, an "As-Built" topographical survey shall be filed with the Village and approved by the Village Engineer prior to the release of the cash performance bond.

Provided, however, that if the structure meets all other requirements of this Ordinance, but as a result of inclement weather or other seasonal restrictions, final grading, submission of an approved “as-built” survey, and landscaping cannot be performed an additional Twenty-Five Hundred Dollars (\$2,500.00) will be required prior to issuance of certificate of occupancy.

**276. Increased Fee for Work Started Without a Permit**

(Added by Ordinance A-1002-02-07)

If any work for which a permit is required hereunder is commenced without first applying for and receiving the permit, then the fee for issuance of such permit shall be increased by an amount equal to 50% of the customary fee in order to defray the cost of extra inspections and work involved.